**Student Guide for Google**

**How to sign in and sign out of Gmail**

GOAL: To use your student number and birthdate to log into your Google (Gmail) account.

ACADEMIC LANGUAGE: website, address bar, Sign in, email address, dropdown arrow, Sign out

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| Type: **googlemail.dpsk12.net** in address bar. |  |
| **Sign in** using:  **User name**: Your six-digit student ID number.  **Passwords**: Eight-digit date of birth (mmddyyyy)  Click **Sign in** |  |
| Click on the blue “**I accept. Continue to my account**” button.  \*\*You will only have to do this step ONE time.\*\* |  |
| In the upper right corner, your **email address** will show, indicating that you are **signed in**. |  |
|  |  |
| **Sign out**:  Click the **dropdown arrow.** |  |
| Click **Sign out** |  |